

SUMMER FLING PROGRAM ASSISTANT

General Definition of Work:

Performs intermediate administrative support work managing self funded, multiple, short term, special interest summer classes offered to youth. Work is performed under the general supervision 4-H Extension Agent.

Essential Functions/Typical Tasks:

Assist volunteers in preparing and leading multiple, short term, special interest summer classes offered to youth. Enroll youth by web based system or in person. Prepares and maintains records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Interacts with parents, and answers questions in person, by email, and by phone.
- Maintains class sign up lists, verifies insurance coverage, and sends reminder notices of trips.
- Maintains individual code of conduct forms and medical release forms for each participant and requests reimbursement checks to cover the instructor's expenses.
- Transport and accompany youth on educational and recreational trips.
- Purchases supplies.
- Covers classes for late instructors and assists in any emergencies as needed.
- Assists in evaluating the summer programs.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

General knowledge of standard office record keeping procedures and the operation of standard office and computer equipment; thorough knowledge of the functions and activities available to youth through the Cabarrus County Cooperative Extension and the principles of creating, organizing, and conducting youth summer programs; ability to speak clearly, give oral directions, understand and follow written and oral directions, and work independently; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience:

Requires a high school diploma or GED and two years of advanced study or college; two years youth programming experience and some advanced computer experience. An equivalent combination of education and experience may be considered.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, standing, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

Possession of an appropriate driver's license valid in the state of North Carolina. Possession of current CPR and first aid certifications is preferred. Position is a safety-sensitive position as defined by the Drug Free Workplace Policy.